The University of Wisconsin-Madison is seeking candidates for the position of Director of Internal Audit. Please see the position description below. See http://www.bussvc.wisc.edu/intaudit/intaudit.html for more information about the Internal Audit department.

UW-Madison is the flagship institution in the University of Wisconsin System. It is a land-grant institution with about 39,000 students and an annual operating budget of $2.1 billion. UW-Madison ranks consistently in the top 10 higher education institutions receiving research and development funding, currently at about $685 million. It employs over 17,000 people. Its fund raising arm, the University of Wisconsin Foundation, raises about $195 million and manages assets of $2.25 billion. See http://www.wisc.edu for more information about the University.

The University is located in south central Wisconsin. Madison has been consistently ranked as one of the top mid-west cities in the United States in which to live.

Women and minority candidates are particularly encouraged to apply.

Submit materials to Gwen MacHolz by November 30, 2006 in order to be assured of consideration for the position. The materials must consist of a resume accompanied by a letter of application explaining why the candidate is especially qualified for this position. Include four references with their addresses, phone numbers and e-mail addresses (if available). All materials must be submitted electronically by e-mail to gmacholz@bussvc.wisc.edu.

The position is available Immediately.

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

A criminal background check will be conducted prior to hiring.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.
Position Description
Director, Internal Audit, University of Wisconsin – Madison

The Internal Audit Department works independently, under the leadership of its Director, with all levels of management at UW-Madison to plan and execute a broad, risk-based audit plan. The audit plan is designed to provide independent review and appraisal of the adequacy and reliability of accounting and administrative controls. The audits assist university administrators in the effective discharge of their responsibilities. The audit plan includes performance, financial and compliance audit projects.

The Director of Internal Audit is responsible to University top management through the Vice Chancellor for Administration for transforming and then managing the Internal Audit Department. The department currently consists of four professional staff auditors and student help which has concentrated primarily on financial and investigative audits. The Director will be responsible for transforming the department to carrying out a wider risk assessment-based audit program, covering in addition to the financial and investigative audits, risks unique to large research institutions. These risks include research compliance, information technology security compliance and NCAA intercollegiate athletics compliance. To achieve this expanded goal, the University will be increasing the staff size and staff competencies. The Director will be responsible for managing this expansion of scope. The Director will be responsible on a continuing basis for maintaining organization and professional ethical standards in the department and recruiting and retaining a diverse staff.

Upon request, the office provides consulting services designed to assure that risk and internal control issues are considered in the design of University systems, processes and procedures.

The Director works with the UW-Madison Audit Committee, appointed by the Vice Chancellor for Administration, consisting of high level administrators from schools and colleges and key compliance units. This committee provides the Director with guidance in the preparation and execution of the audit plan.

The Director coordinates the UW-Madison audit plan with the University of Wisconsin System Office of Operation Review and Audit which reports to the President of the UW System with accountability to the UW System Board of Regents. The Director also coordinates audit activities with the Wisconsin Legislative Audit Bureau and other external auditors.

The Director convenes a UW-Madison Investigative Management Team consisting of legal counsel, police, and human resources to assure complete and consistent investigation of claims of misappropriation of University assets.

Essential Duties include, but are not limited to:

- Overseeing the development and execution of a broad, risk-based internal audit plan in compliance with audit responsibilities delegated by the UW System and which addresses the unique needs of a Carnegie Tier I Research University.

- Hiring, training, directing and evaluating a diverse professional internal audit staff.
• Establishing standards for the conduct of internal audits, including maintenance of workpapers and documentation, development of statistical sampling techniques, composing interim and final reports and memos, conducting entrance and exit interviews and follow-up audits.

• Maintaining a strong relationship with professional organizations such as the Institute of Internal Auditors, the Association of College and University Auditors and the Big 10 Audit group.

• Establishing and delivering self-assessment tools and internal control guidelines, including group training, for divisions/departments.

MINIMUM QUALIFICATIONS

Education and Work Experience:
• Bachelor’s degree required preferably with a major in business administration, accounting, information systems or management. Advanced degree, such as MBA or MPA, desirable.
• Certification as a Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Information Systems Auditor (CISA) or equivalent is strongly preferred.
• Substantial professional experience with an emphasis on auditing, accounting, business analysis, or program evaluation required. Supervisory and project management experience desirable. Professional experience in a Carnegie Tier I Research University desirable.

Desired knowledge, skills, and abilities:
• Demonstrated skill in leadership, supervision and teamwork.
• Knowledge of, and skill in, applying internal auditing and accounting principles and practices, management principles and preferred business practices.
• Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors.
• Knowledge of risk analysis management techniques for administration and project management.
• Skill in planning and project management, and in maintaining composure under pressure while meeting multiple deadlines.
• Knowledge of management information systems, terminology, concepts and practices.
• Knowledge of higher education policies, procedures, regulations and laws.
• Knowledge of compliance issues associated with Carnegie Research Universities in areas such as research compliance, OMB Circular A-21, NCAA compliance, etc.
• Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
• Skill in negotiating issues and problem resolution.
• A strong work ethic, characterized by consistency, patience, and open mindedness.
• Skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations.
• Ability to establish and maintain harmonious working relationships with professional staff and ability to work effectively in a professional team environment.
• Skill in conducting quality control reviews of audit work products.